Air Education and Training Comma

Replenishing the Combat Capability of America's Air Force

U.S. AIR FORCE

Wing Climate Assessment Committee

SMSgt Martin Culver

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Integrity - Service - Excellence

Overview

- Purpose
- Requirements
- Initial Planning/Pre-WCAC Considerations
- What Does a WCAC really look like

Purpose

- A committee of key base personnel and commanders that reviews annual statistics and develops countermeasures to neutralize areas of concern related to Wing's human relations climate

Requirements

- Chaired by WG CC at least annually
- Held two months following the close of the fiscal year (October or November)
- Data will be provided the Chief MEO one UTA prior to the scheduled meeting

Requirements Cont'd

- Data will summarize proceeding year
- MEO will schedule meeting and compile input from committee members to develop the agenda
- Agenda will include a review of data provided by each WCAC member

Requirements Cont'd

- Additional agenda items maybe directed by the commander or suggested by WCAC members with CC approval
- Chief of MEO will serve as moderator for annual WCAC
- WCAC must develop action plan to address issues that negatively impact the human relations climate

Requirements Cont'd

- **Wing CC approves strategies and implements action plan developed by the WCAC**
- **At the discretion of the Wing CC, the Chief MEO may call additional meetings to discuss action plans with WCAC members**
- **The MEO office will prepare the WCAC minutes within 45 days for Wing CC approval**

Initial Planning

- **Start Early**
- **Brief WG CC on requirements for meeting (hint: Bring a suggested game plan with you)**
- **Develop a strategy with CC on additional members of committee or agenda items (all CCs, lst Sgts, section chiefs, etc.)**
- **Check CC's calendar for available dates**

Who is a Member of the WCAC Committee?

- Military Equal Opportunity
- Security Forces
- Command CMSgt
- Judge Advocate
- Military Personnel Flight
- Chaplain
- Services
- Human Resource Advisor
- Others as deemed appropriate by Wing CC

Pre-WCAC Considerations

- **Determine a suitable location**
- **Check with Protocol if there are going to be several senior officers in attendance**
- **Draft letter for Wg CC's signature appointing members to committee (Should be addressed to subordinate ccs or agency chiefs)**
- **Ensure you have a primary and an alternate**

Pre-WCAC Considerations

- **Send separate letter from Chief MEO to committee members outlining initial planning meeting**
- **Build added time into your suspense to allow for high-level reviews**
- **Include appropriate commander's in suspense notifications.**
- **Ensure essential information are on their calendars as well**

Initial Meeting

- **Provide additional information about purpose of the committee**
- **Outline each members responsibilities**
- **Inform them of the time,date and location of WCAC**
- **Let them know of the deadline for submitting inputs**

Pre-WCAC Considerations

- **Build a standard template for your briefing**
- **Be careful when choosing colors to represent various demographic groups.**
- **Ensure each POC provides a briefing to accompany their slides (this will speed up the process when writing minutes)**

You Have the Data, Now What?

- **Assess the relevancy of the data**
  - **Is is statistically sound**
  - **Does it beg more questions than it answers**
  - **Does the word picture match the numbers**
  - **Are the slides in the right format**
- **Schedule another meeting with members**
- **Discuss each POCs data and de-conflict any discrepancies noted during your review**

You Have The Data, Now What?

- **Consolidate data and prepare briefing**
- **Determine if everyone needs to brief or only those issues that require attention (everyone should be prepared to brief)**
- **Determine order of briefings**

You Have The Data, Now What?

- **Limit briefings to 3-5 minutes**
- **Determine attire for briefing**
- **Establish a time for dry run of briefing (Normally two days prior to WCAC)**
- **Work through any remaining issues**

Pre-WCAC considerations

- **Once you have developed your briefing, forward a copy of the presentation to the Wing CC for review prior to WCAC**
- **If appropriate, schedule a pre-brief to discuss any issues which maybe contentious**
- **Don’t forget to allow time for Wing CC’s closing comments at the WCAC!!**

So What Does a WCAC Meeting Look like?

DEPENDING ON HOW WELL YOU PREPARE, IT CAN BE AWESOME OR A COMPLETE DISASTER!

QUESTIONS?

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